

Essential Payments Procedure

ESD will provide a \$2,500 essential payment to eligible households. A household is eligible for an essential payment if the household:

- Has exhausted their 84-days maximum housing limit during the “pause” period of 9/21/21 to 10/21/21.
- Will not be requesting an extension as provided by the Emergency Housing Rules

When client arrives:

Review GA Housing eligibility.

- Review CATN to verify that the client has exhausted their 84-days of housing

Procedure:

1. Verify Identity

Clients must provide identification or verify identity through personal information.

2. Verify the client has checked-out of the motel

- The client must have checked-out of the hotel before the check can be issued

3. Clients must sign the attestation.

- They must check at least one of Box 1 and 2, and either Box 3 or 4. If these statements do not apply to their household, they are not eligible for a check.
- If they are not willing to sign, we cannot provide the check.
- We need one attestation per applicant (household); households are defined as married, civil union, or child in common. (DH705 – GA Definitions)

4. Client must sign the Essential Payment Acknowledgement form

- Explain to the client that by signing this form they are confirming that they are not requesting an extension as provided by the Emergency Housing Rules.

5. Give the client their check

6. Essential Payments Tracker

- This tracker will be added as a new tab on the GA COVID trackers
- Central office will pre-populate the names and SSN with client information to match the checks being cut
- Document the date the attestation and acknowledgement are signed and the date the check is given to the client

Client Wrap Up

1. If the client is not a 3SquaresVT recipient, provide client with program information

“Did you know that we offer many programs that can help assist with rent, food and fuel; if you are interested in any of these? I can give you an application or you can call 1-800-479-6151 for further information. Thank you.”

2. Encourage the client to visit the wellness area/table on their way out.
 - a. The wellness table should include harm reduction kits.

BPS Wrap Up

Enter CATN, be sure to include:

- Date client signed the attestation, acknowledgement, and received the check
- Actions taken that day

Send a copy of Essential Payment Acknowledgement document to OnBase

Send a copy of the signed Attestation to OnBase.

Hold the hard copy of the attestation for 30 days and then mail to central office in October

Check information/misc.

LOST CHECK: If a client reports a lost check, email the name of the client and the check number to GA AOps. GA AOps will contact the treasurer's office to void the check and have a new check issued.

Check Not Provided to the District:

What if a client is requesting a check and one was not provided to the district?

- Supervisor will forward the following information to GA AOPS
 - The name of all household members
 - The date the client exhausted the 84-day housing limit
- If the client is eligible for a check, GA AOps will advise the district to continue to house the client until the check is available